	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	Policy Number	PHAS - 007
	Supervised Clinical Practice Experience Site Acquisition Policy (A3.03)	Effective Date	08/01/2022
		Last Reviewed	05/13/2025
	Approved by: Gina S. Brown, Ph.D., MSA, RN, FAAN, FNAP, FADLN Dean, College of Nursing and Allied Health Sciences	Revision Date	10/26/2022
		Next Review	05/13/2026

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I. PURPOSE

To establish the process of clinical site acquisition for supervised clinical practice experiences for physician assistant students.

To establish the practice that physician assistant students are not required to provide or solicit clinical site locations or clinical preceptors for the Howard University Physician Assistant Program.

II. POLICY

It is the practice and procedure of the Howard University Physician Assistant Department to evaluate and secure supervised clinical practice experience (SCPE) preceptors and clinical sites through the institution approved process for clinical site acquisition.

The Physician Assistant program assumes the responsibility of identifying and acquiring clinical site placements for matriculating physician assistant students.

All approved clinical sites are required to have current and fully executed clinical affiliation agreement between the clinical site and Howard University, approved by Howard University Office of General Counsel.



III. DEFINITIONS

N/A


IV. PROCEDURES

Initial Clinical Site Evaluation

1. Prior to contacting any potential clinical preceptor, the Clinical Education Coordinator or program administrative specialist will verify the current board certification, current state licensure for the provider and reviews for any sanctions/actions or malpractice history via state medical board website.

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2. Once verified, the Clinical Education Coordinator or administrative assistant contacts the prospective preceptor. Program faculty or staff may identify or recommend a clinical preceptor. Students may request a clinical preceptor or site; however, students are not required to provide or solicit their own clinical preceptors/sites.
 - a. Students may submit a SCPE request form to the Clinical Education Coordinator for review. The submission of a request form is not permission or an approval for the requested clinical site or preceptor.
3. Prospective preceptors fill out the Clinical Site Profile Form, which provides information about the clinical learning environment, including location, physical space and facilities, staffing, prior precepting experience, and patient volume and demographics. The prospective preceptor also completes the Preceptor Profile Form which obtain information regarding licensure, residency training (if applicable) credentials, board certification and experience in specialty. The Clinical Education Coordinator reviews this form and files on the clinical file.
4. During the initial recruitment of all clinical site and preceptors, the Clinical Education Coordinator or designated clinical faculty visits the site, conducts an in-person meeting with the preceptor and completes the Clinical Safety Checklist to ensure student access and safety while at the facility.
 - a. For distant sites, this may be accomplished via virtual meeting(s). Follow-up site visits occur throughout the clinical year when faculty performs visits to assess the student assigned to the site.
5. Once approved by the Clinical Education Coordinator, an institution clinical site affiliation agreement is generated for signature of all required parties for execution. All clinical site affiliation agreements require signature from the Provost and approval from the Office of General Counsel for execution and completion. Upon completion, an executed copy is provided with a current copy of the University liability insurance certificate.
6. Approved clinical preceptors are scheduled for a preceptor orientation (in-person or virtual) with the Clinical Education Coordinator and provided an electronic version of the Howard University Physician Assistant Preceptor Handbook, which outlines program policies and preceptor expectations, clinical year calendar, student supervision, clinical preceptor attestation on supervision, student learning outcomes, and the methods and instruments for student evaluation.

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7. The clinical preceptor is provided the SCPE syllabus specific for the supervised clinical practice experience.

The initial site profile form, clinical safety checklist and related documentation will be maintained on the clinical site file in the Clinical Education Coordinator office and electronically.

Ongoing Clinical Site Evaluation

1. Clinical sites will be evaluated in-person annually (unless stated otherwise in the affiliation agreement) by the Clinical Education Coordinator or designated program faculty. The purpose of ongoing clinical site evaluation visits is:
 - a. Continued evaluation and maintenance of clinical site and preceptor in meeting of program learning outcomes and expectations.
 - b. Review clinical preceptor handbook, policy revisions, and clinical preceptor supervision attestation.
 - c. Maintain the program relationship with the preceptor and to provide preceptor feedback as needed.
 - d. Perform an updated clinical safety checklist for clinical site file.
 - e. Review program expectation for clinical student supervision with preceptor.
 - f. Observation of clinical students' facilities, accommodation, and learning environment.

The ongoing site profile form, clinical safety checklist and related documentation will be maintained on the clinical site file in the Clinical Education Coordinator office and electronically.